

ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES
OFFICE**
Washington National
Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
07-111-COMP

Opening Date
25 June 2007

Position Title, Series & Grade
Staff Accountant,
GS-0510-11

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30
ON:**

9 July 2007

PD Number:
N0223000

SEE NOTE

Location of Position:

USPFO
Camp Murray, WA

Baseline physical

☐ Is required within 30 days of employment per OSHA
regulation and NGB*

☒ Is not required

*This physical will be used to determine fitness and eligibility
for continued employment

Salary Range:

\$55,702 PA to \$72,414 PA

Website address:

www.washingtonguard.com/HRO.htm

APPOINTMENT FACTORS

Area of Consideration

☐ **Area A – Nationwide Excepted:**

Anyone eligible for immediate enlistment and/or
commissioning in the Washington Army and/or
Air National Guard.

☐ **Area B – In-state Excepted:** All
participating members of the Washington Army
and/or Air National Guard.

☐ **Area C – In-service Excepted:** All
presently employed permanent excepted
technicians, indefinite excepted technicians, and
AGR members with excepted technician
reemployment rights to the Washington Army
National Guard.

☒ **Area D – In-service Competitive:** All
presently employed permanent competitive
technicians of the Washington Army National
Guard.

CURRENT BARGAINING UNIT STATUS

☐ **Bargaining Unit**

☒ **Non-Bargaining Unit**

Appointment Factors:

☐ Officer

☐ Enlisted

☐ Warrant Officer

☒ **NDS (Competitive)**

☐ Permanent

☐ Indefinite*

*This is an obligated position (current occupant is on a Military Tour). If an individual employed in the
excepted civil service accepts this position, he/she will receive an indefinite appointment. If a
Reduction-In-Force occurs and/or the military tour member reclaims this position, the indefinite
appointee will have no reemployment rights to his/her former position or any other position. If the
military tour member, having reemployment rights to this position, does not exercise his/her rights
within 5 years, and funding level and employee manning levels permit, incumbent may be converted to
permanent technician status without further competition.

Military Assignment & Grade Requirements

MOS: NA

Applicants need not be assigned to the position or
possess the MOS to apply or be considered for
selection. Selected applicant must be assigned to
a compatible Military position and attain MOS
within 1 year of appointment action.

Military Grade Available:

NA

Please note: Grade Inversion will not be
permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized	<input type="checkbox"/> PCS expenses are authorized
<input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.	
Minimum Requirements for Consideration	
<p>General Experience: Must meet at least one of the following: A. Degree: accounting: or a degree in a related field such as business administration, finance, or public administration that includes or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. B. Combination of education and experience – at least 4 years of experience in an accounting field, or an equivalent combination of related accounting experience, college-level education, and training that provided professional accounting knowledge. Applicant's background must also include at least one of the following: 1. 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law. 2. A certificate as Certified Public Accountant or a Certified Internal Auditor. Obtained through written examination. <u>OR</u> 3. Completion of the requirements for a degree with major study in accounting, auditing or a related field which includes substantial course work in accounting or auditing, e.g., 15 semester hours, but which does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) the applicant has successfully demonstrated the ability to perform work of the GS-11 or higher grade level in accounting, auditing or a related field, e.g., evaluation engineering or financial institution examining: (b) a panel of at least two higher level professional accountants or auditors have determined that the applicant has demonstrated a substantial knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement which is normally associated with successful completion of the 4-year course of study in paragraph A; and (c) except for literal non-conformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.</p>	
<p>Specialized Experience: Must have 36 months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.</p>	
<p>Other Requirements: All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army. Must have or be able to acquire a Secret security clearance. Must have or be able to acquire a Government Travel Card. Must be able to attend all schools deemed necessary for job performance within one year (subject to funding). Must attach transcripts to job application.</p>	
The following Selective Placement Factors (SPFs) will be considered in the evaluation process	
<p>Element I – Knowledge of theories, practices and concept of accounting and the skill to apply these concepts in performing Quality Assurance reviews on all ARNG Fiscal accounting operations/systems.</p>	
<p>Element II – Knowledge of the ARNG Resource Management cycle (Planning, Programming, Budgeting and Executions System-PPBES); Management Information Systems; Logistics Systems; Technician Pay and Military and Voucher Exam Systems, training, attendance monitoring, communications systems, error reporting processes, and reports.</p>	
<p>Element III – Ability to provide in-depth research and analysis, come up with conclusions and recommendations for improvement in accordance with Army Comptroller General and Ass't Secretary of the Army – Financial Management (ASA/FM), and Quality Management Standard principles and practices (ISO 9000, TM, Malcom Baldrige).</p>	
<p>Element IV – Ability to accurately and succinctly brief senior managers/leaders as to facts, findings conclusions, and recommendations in a wide variety of oral and written formats.</p>	
<p>Element V – Ability to successfully interact with a wide variety of leaders, managers, and employees while conducting research, training, or other services in a positive and customer service orientated manner in order to improve operations, efficiencies, and perceptions within and external to the agency.</p>	
<p>Element VI – Ability to work independently using sound judgment performing assigned duties and responsibilities using general guidance provided by the FM/Deputy USPFO or USPFO regarding policy, desired objectives or outcomes, consistent with DoD, DA, NGB, or other published FM guidance in order to resolve significant matters related to the Resource Management Division.</p>	

Element VII – Knowledge of and ability to train others (such as Program Directors, Managers and financial analysts/clerks) in Financial Resource Management references, forms, records, and processes in order to ensure Financial Managers at all levels can receive, account for, properly utilize and obligate funds IAW written statutory and regulatory guidance utilizing AFCS, STANFINS and other software; initiates, prepares and conducts needed refresher training to improve operation/increase efficiency of PDs/OMs/Clerks on a regular and recurring basis, or as needed.

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

SUMMARY OF DUTIES

This position is located in the US Property and Fiscal Office (USPFO), Resource Management Division, Administrative Section. Its purpose is to serve as a Staff Accountant. The position is responsible for performing detailed review and analysis of established procedures to ensure that the administration and operation of financial control systems, to include budget, accounting, payroll, accounts payable, and travel are in compliance with established statutory requirements, regulations, directives, and policies. Plans, coordinates, and performs comprehensive reviews, special studies, and selected internal examinations of USPFO functions pertaining to Budget Activity, General Ledger Accounting, Military and Civilian Pay, Accounts Payable, and Travel (military, civilian and dependent). Reviews and analyzes a wide variety of reports received (AAA, DA, GAO, IG, NGB, DFAS, and USPFO Analysis and Internal Review Division), including reports produced by NGB standard and local automated systems. Confers with funds managers or their representatives to resolve problems attributable to financial functions under the jurisdiction of the Resource Management Division of the USPFO. Performs other duties as assigned.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - One of the following: (a) OF 612 "Application for Federal Employment" (b) Personal Resume, with original signature or (c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification" (this form is voluntary)
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: www.washingtonguard.com/HRO.htm

NOTE: Each applicant is responsible for insuring their applications arrive at the Human Resources Office at Camp Murray No Later Than 4:30pm on the closing date, unless submitting forms to the Remote Designee at 141 ARW which will be No Later Than 3:30pm.

Submit forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**
3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-8363
DSN 323-8363